

ITEMIZATION OF EXPENDITURES

A.R.S. Section 16-948 (C)

The Act requires participating candidates to identify the full name and street address of the person providing goods and services to the campaign on their campaign finance reports, and the nature of the goods and services and the compensation for which the payment has been made.

It is common for committees to engage consultants who provide full services and to pay a lump sum to the consultant who then pays the vendors; however reports must still identify the vendors, goods and services obtained, and the cost. This is important because it establishes that funds all go for direct campaign purposes.

Example:

Jerrod Smith is running for Senate and hires Adam's Consulting as his campaign consultant. Adam's Consulting coordinates the production of a campaign mailer.

Invoice from consultant:

adam's consulting		123 n. central avenue phoenix az
voter contact services		phone 602.555.1234 fax 602.555.1235
July 18, 2005		
JERROD SMITH FOR SENATE 1700 W. WASHINGTON PHOENIX, ARIZONA 85007		
INVOICE: 10000		
Adam's Consulting 123 N. Central Avenue Phoenix, AZ 85013 Consulting Fee—Definer Mailer #1		\$ 1,000.00
Betty's Graphic Design 456 8th Avenue Phoenix, AZ 85016 Graphic Design & Layout Charges		\$ 500.00
Candid Photography 4500 E. Vanburen Street Phoenix, AZ 85026 Photography		\$ 250.00
Direct Mailhouse 1900 W. Northern Avenue Phoenix, AZ 85021 Printing Postage & Mailhouse		\$ 2,000.00
Total Due:		\$ 3,750.00

**The Jerrod Smith campaign then pays Adam's Consulting \$3,750.00, as invoiced.
Here are two examples on how to itemize this expenditure
on his Campaign Finance Report. Both are acceptable.**

Option #1:

Expenditures for Operating Expenses		SCHEDULE D
JERROD SMITH FOR SENATE JANUARY 31 REPORT November 23,2004 to December 31,2005		ID# 1
Name and Address to whom expenditure was made	Date	Amount
ADAM'S CONSULTING 123 N CENTRAL AVENUE PHOENIX, AZ 85013 Consulting \$1000, Betty's Graphic \$500, Candid Photography \$250, Direct Mailhouse \$2000	07/20/2005	\$3,750.00
TOTAL:		\$3,750.00

Option #2:

Expenditures for Operating Expenses		SCHEDULE D
JERROD SMITH FOR SENATE JANUARY 31 REPORT November 23,2004 to December 31,2005		ID# 1
Name and Address to whom expenditure was made	Date	Amount
ADAM'S CONSULTING 123 N CENTRAL AVENUE PHOENIX, AZ 85013 Consulting Fee - Definer Mailer #1	07/20/2005	\$1,000.00
BETTY'S GRAPHIC DESIGN 456 8TH AVENUE PHOENIX, AZ 85016 Graphic Design & Layout (Paid by Adam's Consulting)	07/20/2005	\$500.00
CANDID PHOTOGRAPHY 4500 E. VANBUREN STREET PHOENIX, AZ 85026 Photography (Paid by Adam's Consulting)	07/20/2005	\$250.00
DIRECT MAILHOUSE 1900 W. NORTHERN AVENUE PHOENIX, AZ 85021 Printing, Postage & Mailhouse Fees (Paid by Adam's Consulting)	07/20/2005	\$2,000.00
TOTAL:		\$3,750.00